Usher Equipment Checkout System

The Usher Equipment Checkout System allows students, faculty, and staff to checkout equipment or media from a wide variety of areas in the College of Communication.

Located at https://web-apps.communication.utexas.edu/usher/Services/

New Reservation

To create a new reservation you must first set your reservation dates. The College of Communication Checkout limits reservations to 3 days in length whereas RTF checkout may be longer. To set your dates you can use the calendar and time-slot drop down to select your pick-up and return dates.

Once your dates have been set you can begin searching for items by item name, category, brand, model, location, and availability.

Once you have found the item you wish to reserve you can click on the Add to Cart button.

You can continue to search for items and add them to your cart. When you are ready to complete your reservation click on the cart icon or the Proceed to checkout button.

You will now have an option to remove items from your cart or continue to reserve the items. You will be asked a few questions regarding your reservations and you will be asked to agree to the Policies and Procedures regarding the equipment checkout. Once you agree to those terms your reservation will be finalized and you should receive a confirmation email.
Add selected items to a new reservation

You can add items from a previous reservation to a new reservation by going to your Reservation History. By reviewing a previous reservation you can add the same items to a new reservation by selecting those items and click the Add Selected Items to new reservation button.

<table>
<thead>
<tr>
<th>Item</th>
<th>Category</th>
<th>Manufacturer</th>
<th>Model</th>
<th>Date Picked Up</th>
<th>Date Returned</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zoom H4 - 38</td>
<td>Audio Recorder - Solid State Card</td>
<td>Zoom</td>
<td>H4</td>
<td>October 18, 2012 8:42 AM</td>
<td>October 18, 2012 8:42 AM</td>
<td>Checked In</td>
</tr>
<tr>
<td>Zoom H4 - 39</td>
<td>Audio Recorder - Solid State Card</td>
<td>Zoom</td>
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<td>October 18, 2012 8:42 AM</td>
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</tr>
</tbody>
</table>

You can now go to the normal reservation page and add additional items, change pick-up and return dates, and finalize this new reservation.

View your history

You can access your reservation history by going to https://web-apps.communication.utexas.edu/usher/Equipment/History.aspx and logging in. Your history is also available by going to the reservation system and clicking the Reservation History button. When reviewing your reservation history you can remove items from future reservations as well as add items from an old reservation into a new one.